Application (신청서)

- System Assessments

공란은 영문으로 작성해주세요.

TÜVRheinland®

To (보내는 곳):
TÜV Rheinland
Korea Ltd.

Attention (담당자) :

☐ Seoul Headquarter	☐ Test Center	☐ Daegu Office	☐ Changwon Office
E&C Venture Dream Tower 6 197-28, Guro-dong Guro-gu, Seoul 152-719, R.O.K. Tel.: (02) 860-9860 Fax: (02) 860-9861 e-mail: info@kor.tuv.com	E&C Venture Dream Tower 6 197-28, Guro-dong Guro-gu, Seoul 152-719, R.O.K. Tel.: (02) 860-9860 Fax: (02) 860-9863 e-mail: info10@kor.tuv.com	12F., KTMF Bldg. 177-4, Beomeo 2-dong Suseong-gu, Daegu 706-171, R.O.K. Tel.: (053) 745-6411 Fax: (053) 745-0907 e-mail: info4@kor.tuv.com	7F., KTMF Bldg. 93-2, Jungang-dong Changwon, Gyeongsangnam-do 641-742, R.O.K. Tel.: (055) 264-9234 Fax: (055) 264-9240 e-mail: info5@kor.tuv.com

I. 고객 일반 사항 (General Information about the Customer) – 영문작성 요망

고객명(Name)					
주소 (Addrs.)	본사 (Head Office)				
	공장(현장) (Field site)				
* 공장이 여러곳에 있는 경우, 별지를 첨부하여 알려주시기 바랍니다. In Case of more than 1 factory, please indicate them by using another sheet or attachment.					
생산품 및 서비스 (Products & Services - 심사 품목)					
예) 자동차용 엔진부품의 생산, 판매, 서비스 Ex) Manufacture, Sales, and After Sales Service for Engine parts for automobile					
종원수 수(명) (No. of employees)	_____개 공장(Plants) _____명(Persons)			* 사이트가 여러개일 경우 각 사이트별 인원 기재 요망	
담당자 (Contact Person)	성명 (Name)		소속부서 (Dept.)	직책 (Position)	
	Tel. No.		Fax No.		
	Email				

II. 인증 심사 관련 사항 (Audit related Information)

신청 심사 종류 (Type of Audit)	☐ 예비심사 (Pre-Audit)	☐ 인증(현장)심사 (Certification Audit)	☐ 사후관리심사 (Follow-up Audit)	☐ 갱신심사 (Repeat Audit)
	☐ 확장심사 (Extension Audit)	☐ 기타 (_____심사) (Others)		
*(*Mark √ if applicable, pre-audit is optional)*				
적용 규격 (Standards)	☐ ISO 9001:2008	☐ ISO 14001:2004+Cor.1:2009	☐ ISO/TS 16949:2009	
	☐ OHSAS 18001	☐ 기타(Others) ( )		
*(*Multiple choice permissible)*				

희망 심사 일자 (Desired Audit Date) *(*Subject to change)*	20 년(yyyy) _____월(mm) _____일(dd) * 심사 Due-Date 을 고려하여 작성 부탁드립니다. (심사 type 에 따라서 희망심사일자와 다르게 일정이 잡힐 수 있음)

Date **(신청일)** _____ Signature **(담당자 서명)** _____

1. Please return this page stamped and signed.
(신청서를 작성하신 후 FAX 나 email 로 보내주시기 바랍니다.)
FAX : 02) 860-9861
E-Mail : hyojin.kim@kor.tuv.com

최초 인증시 별첨 사항 (Attachment) :
1.사업자등록증(Certificate of Business Registration), 2.조직도(Organizational chart), 3.약도(Location Map),
4.카달로그(Products & Services Catalogue), 5.담당자 명함(Business card of contact person),

Terms and Conditions of Certification of TÜV Rheinland Korea Ltd.

I. General Terms and Conditions of Certification

1. Scope

1.1 These Terms and Conditions of Certification apply to the agreed certification services plus any ancillary services provided within the scope of contract performance and any other ancillary duties.

1.2 These Terms and Conditions of Certification prevail over our General Terms and Conditions of Business.

1.3 The client's General Terms and Conditions of Business, including the client's terms and conditions of purchasing, if any, shall not apply and shall hereby be expressly excluded. Terms and conditions by the client will not become part of this contract even if not expressly excluded by us.

1.4 For the purpose of these Terms and Conditions of Business, the term "Accreditation Body" will also include approval and recognition bodies and the terms "Accreditation Rules", "Accreditation Requirements" and "Accreditation Procedures" will apply mutatis mutandis also to the procedures of these bodies.

2. Scope of services

2.1 We assess and certify systems and products of manufacturers and service providers as per national or international standards for which we hold accreditations, approvals or recognitions ("accredited certification") or as per national or international standards for which we do not hold accreditation ("standard certification") and also provide own third-party certification services ("in-house standards").

2.2 The agreed services shall be provided in line with the generally accepted rules of technology and in compliance with the regulations applicable at the time of contract conclusion. Unless otherwise agreed in writing or unless a certain approach is compulsory on the basis of mandatory regulations, we shall also be authorized, at our reasonable discretion, to make our own decision concerning the method and type of assessment.

2.3 We carry out accredited certification as per the standard agreed in the contract and/or the rules and regulations referred to therein, including the generally applicable accreditation standards pertaining to the specific certification standard, the certification standards plus all relevant application guidelines and the accreditation requirements defined by the competent accreditation body. Should the audit reveal that a higher number of auditor days will be necessary to comply with the accreditation requirements, the client shall bear any additional costs incurred thereby, unless we are to blame for these additional costs.
Standard certifications are carried out in line with the respective national or international standards.
Certification procedures to issue in-house certificates are carried out in line with the rules and regulations established by us.

2.4 If certification is completed with a positive result, the appropriate certificate will be issued as set forth in Article 3 of these General Terms and Conditions of Certification.

2.5 The client shall be entitled to object to the appointment of certain auditors or technical experts, provided the client has and submits good reasons for objection.

2.6 The client's approval shall be obtained before auditors who are not permanently employed with TÜV Rheinland Group (external auditors) are appointed to and used in the audit team. Approval shall be deemed granted if the client has not objected to the use of external auditors within one week of being notified of the external auditor's appointment to the audit team.

2.7 For accredited certification processes, the client agrees that the accreditation body's or standard owner's assessors may verify the client's documentation and may participate in monitoring of the audit.

2.8 In cases of complaints and appeals against progress or the content of our auditing or certification process, the Governing Board or an arbitration committee may be called in with the client's approval.

3. Scope of right of use of certificates and certification marks

3.1 If the agreed certification procedure is completed successfully, we will issue the corresponding certificate to the client. The certificate shall be valid for the period defined in the contract or, if not defined there, in our Special Terms and Conditions of Certification.

3.2 Upon being issued with the certificate as outlined in Article 3.1 above, the client shall be granted the simple, non-transferable and non-exclusive right to use the certification mark throughout the defined certificate validity as outlined in Articles 3.3 to 3.15 below. This also applies to certification references in communication media, such as documents, brochures or advertising materials.

3.3 The permit to use the certificate and a certification mark issued by us shall apply exclusively to the areas of the client's organization quoted in the certificate's scope of application. Use of the certificate and/or the certification mark for areas not quoted in the scope of application shall be prohibited.

3.4 Certification marks relating to management system certification may only be used by the client in direct connection with the name or logo of the client's organization. They may not be attached or used in reference to the client's products. This also applies to product packaging, laboratory test reports, calibration notes or inspection reports.

3.5 The client undertakes to use the certificate and/or the certification mark only to make a statement about the client's organization or the certified area of the client's organization which is in line with certification. The client shall further avoid creating the impression that certification is an official inspection and/or that system certification is a form of product testing.

3.6 The client shall not be authorized to change the certificate or the certification mark.

3.7 The client undertakes to demonstrate in its advertising and similar materials that certification is voluntary and carried out on the basis of a civil law contract.

3.8 The right of use shall expire if the client no longer holds a valid certificate, in particular if the certificate's period of validity has expired or the required surveillance audits have not been carried out.

3.9 The client's right to use the certificate and/or the certification mark shall expire with immediate effect, without requiring termination, if the client uses the certificate and/or the certification mark in violation of the provisions set forth in Articles 3.1 to 3.8 above or contrary to other terms of this contract.

3.10 The client's right to use the certificate and/or the certification mark will end in the period agreed in the event of an effective ordinary termination, or with immediate effect in the event of a justified extraordinary termination for good cause.

3.11 The right of use shall also expire automatically if maintenance of the certificate is prohibited by administrative regulations or court.

3.12 In cases involving expiry of the right of use, the client shall be obligated to return the certificate to us without delay.

3.13 In cases involving violation of contractual terms and conditions we reserve the right to claim damages.

3.14 The certification must not have the effect of bringing us into disrepute.

3.15 The client shall not be entitled to make statements about certification which we may consider unauthorized and misleading.

3.16 If it is foreseeable that the client is temporarily unable to fulfil the certification requirements, the certification can be suspended. During certificate suspension, the client may not use the certification in its advertising. in the list of certified organizations as outlined in Article 7, the status will be updated to "suspended".

3.17 If the reasons for suspension are not remedied within the agreed period of time, the certificate will be withdrawn.

3.18 The client is obliged to keep a record of the use of the certificate in business dealings. It should be noted that we are bound by the standards to monitor proper use by ways of random sampling. Information from third parties will be checked by us.

3.19 The client shall inform us immediately if it discovers that a third party is improperly using its certificate.

3.20 The client provides certification documents to others only in their entirety or as specified in the certification scheme.

4. Client's obligation to participate and general rules for the certification audit

4.1 The client shall submit all information required for certification as per the relevant standard. This information can be submitted by completing the "Questionnaire for offer preparation ".

4.2 The client shall submit all required documents to the Certification Body in good time prior to the audit and free of charge. Required documents include, in particular:

- Management system documentation
- Cross-reference matrix (standard elements cross-referenced to the management system documentation of the organization)
- Organizational plan/organizational chart
- Presentation of processes and their interfaces and interactions – list of controlled management documents
- List of official and legal requirements
- Other documents mentioned in the quotation

4.3 The client shall disclose all records associated with the scope of application to our audit team and/or our auditor and shall grant them access to the organizational units concerned.

4.4 The client shall appoint one or several Audit Representatives who shall support our auditor in performing the contractually agreed services and act as the client's contact persons.

4.5 Following certificate issue, the client shall be obliged, throughout the term of the contract, to communicate all changes which significantly affect the management system or the certified product, including in particular:

- changes in the certified management system.
- changes associated with the design or specification of the certified product.
- changes in the organizational structure and the organization itself.

4.6 The client shall be obliged to record all complaints from outside the company regarding the management system, for example from customers, and all complaints addressed to the client regarding the conformity of a certified product or process with the requirements of the certification standards, and to take appropriate measures, document the actions taken and demonstrate these upon request to us or to the auditor during the audit.

4.7 On request, the client shall be obliged to submit all correspondence and all measures associated with normative documents and the requirements set forth in the applicable certification standard to the auditor during the audit.

4.8 If, within the scope of product certification, we notice that the changes outlined under Article 4.5 above necessitate further assessments, the client shall not, after the changes have come into effect, release any products falling under the scope of product certification until the client has been notified by us that it is safe to do so.

4.9 In cases involving product certification, the client shall notify us if the product no longer satisfies product certification requirements.

4.10 Not applicable, included in Chapter 4.6.

4.11 The client and we may agree on the performance of a preliminary audit and jointly define the scope of such audit.

4.12 The effectiveness of the established management system shall be verified during the on-site audit carried out at the organization, during which the organization proves that it applies its documented procedures in practice. Standards or standard elements that are not complied with and for which the

TÜV Rheinland Korea Ltd.

Business location:
E&C Venture Dream Tower 6
197-28, Guro-dong, Guro-gu
Seoul, 152-719, Republic of Korea

Phone: (02) 860-9860
Fax: (02) 860-9861
E-Mail: ISO@kor.tuv.com

organization must provide corrective action shall be documented in non-conformity reports.

4.13 At the end of the audit, the audit result will be communicated to the client in a closing meeting and subsequently documented in an audit report. Non-conformities will be documented and may lead to a re-audit (i.e. a repeated on-site audit) or submission of revised documentation, if required by the results. The scope of the re-audit will be decided by the lead auditor. The re-audit focuses exclusively on those elements of the standard for which non-conformities were identified.

4.14 "Certificates" means all regulatory approvals listed below, e.g. official records, statements of validity, and certificates in the narrow sense of the word. "Certification" means all evaluation, auditing, validation and certification processes. After positive review of the certification documentation, we will issue the certificate(s). The certificate(s) will be sent to the client. The certificate(s) shall only be issued if all non-conformities have been corrected. The certificate(s) shall be issued for the defined period.

4.15 To maintain validity of the certificate, on-site surveillance audits shall be carried out depending on the standard in question. Unless the surveillance procedure, including a positive decision on certificate maintenance, is completed by the Certification Body, the certificate shall become invalid. In this case, all copies of the certificate must be returned to the Certification Body.

4.16 In the surveillance audit, the key elements of the standard shall be verified as a minimum requirement. Additionally, surveillance audits evaluate proper use of the certificate (and the certification mark, where appropriate), complaints related to the management system and the effectiveness of corrective action taken to address nonconformities. Each surveillance audit shall be documented in a report communicated to the client.

4.17 The geographical (e.g. additional branches) and technical (e.g. additional products) scope can be extended and/or certification upgraded to include further standards within the scope of surveillance or re-certification audits and/or separate extension or upgrade audits. The number of auditor days required for extension or upgrade shall depend on the scope of extension or upgrade which shall be clearly defined by the organization prior to the audit.

4.18 Should changes in the details on which the procedure is based (e.g. details of the organization, accreditation requirements) arise during the term of the contract, these changes must be appropriately considered in the procedures and the other contracting party informed without delay. The same applies to any changes in the number of auditor days for certification resulting from such changes.

4.19 Integrated management systems covering various standards and requirements may be certified by means of a combined certification procedure. Depending on the standards and requirements involved, these combined certifications will be offered individually.

4.20 The costs incurred for additional efforts caused by unscheduled audits or re-audits and the verification of corrective actions to eliminate non-conformities revealed in previous audits shall be borne by, and invoiced to, the client on a time and cost basis. The same applies to costs incurred for short-notice special audits as defined in Article 1.4 of the Special Terms and Conditions of Certification.

5. Confidentiality

5.1 For the purpose of this agreement, "confidential information" is defined to include all information, documents, images, drawings, know-how, data, samples and project documentation which one party ("disclosing party") hands over, transfers or otherwise discloses to the other party ("receiving party"). Confidential information also includes hardcopies or electronic copies of such information.

5.2 The disclosing party shall mark all confidential information disclosed in written form as confidential before passing it on to the receiving party. The same applies to confidential information transmitted by e-mail. If confidential information is disclosed orally, the receiving party shall be appropriately informed in advance.

5.3 All confidential information which the disclosing party transmits or otherwise discloses to the receiving party
a) may only be used by the receiving party for the purposes defined above, unless expressly otherwise agreed in writing with the disclosing party;
b) may not be copied, distributed, published or otherwise disclosed by the receiving party. An exemption from the above rule applies to confidential information, which must be passed on to supervisory and/or accreditation bodies within the scope of an accreditation procedure;
c) must be treated by the receiving party with the same level of confidentiality as the receiving party uses to protect its own confidential information, but never with less than the objectively required due diligence.

5.4 The receiving party shall disclose any confidential information received from the disclosing party only to those of its employees who need this information to perform services required for the subject matter of this contract. The receiving party undertakes to place these employees under the obligation to observe the same level of secrecy as that set forth in this non-disclosure clause.

5.5 Information for which the receiving party can furnish proof that
a) it was generally known at the time of disclosure or has become general knowledge without violation of this agreement, or
b) it was disclosed to the receiving party by a third party entitled to disclose this information, or
c) the receiving party already possessed this information prior to disclosure by the disclosing party, or
d) the receiving party developed it itself, irrespective of disclosure by the disclosing party;
shall not be deemed confidential information as defined in this agreement.

5.6 All confidential information shall remain the property of the disclosing party. The receiving party hereby agrees to immediately (i) return all confidential information, including all copies, to the disclosing party, and/or, on request by the disclosing party, to (ii) destroy all confidential information including all copies, and confirm the destruction of this confidential information to the disclosing party in writing, at any time if so requested by the disclosing party but at the latest and without special request after termination or expiry of this contract. Excluded from the above shall be all reports and certificates which we, in performance of our contractual obligations hereunder, prepared exclusively for, and which remain with, the client. We are entitled, however, to retain copies of these reports and certificates and of any underlying confidential information to furnish proof that our results are correct and to fulfil general documentation purposes.

5.7 From the start of this contract and for a period of five years after termination or expiry of this contract, the receiving party shall maintain strict secrecy of all confidential information and shall not disclose this information to any third parties or use it itself.

6. Termination

6.1 Both contracting parties shall be entitled to terminate this contract observing a period of 6 months to the end of the contractually agreed term.

6.2 We are also entitled to terminate the certification contract without notice for important reason.

6.3 For the purpose of this contract "important reason" for us shall be defined as follows
a) The client fails to notify us without delay of any changes or indications of changes in the organization which are relevant for certification,
b) The client misuses a certificate and/or certification mark or uses them contrary to the contract,
c) Insolvency proceedings are opened in respect of the client's assets or an application for such insolvency proceedings is rejected due to lack of assets,

6.4 In addition to the above, we shall be entitled to terminate the contract without notice, should the client be unable to comply with the time periods we scheduled for auditing/service provision as applicable to a certification procedure and should withdrawal of the certificate consequently be necessary (e.g. conducting of surveillance audits).

7. List of certified organizations

7.1 TÜV Rheinland Cert GmbH is obliged to hold a directory of certificate holders which includes the following information: name of certificate holder, applicable standards documents, scope of validity, geographical location (for multiple site certifications: geographical location of the head office and each location within the scope of validity).

7.2 Suspended certifications according to Article 3.16 and withdrawn certificates according to Articles 3.9 and 3.17 are included in the directory.

7.3 TÜV Rheinland Cert GmbH is entitled to provide the directory specified in Section 7.1 to the public on request.

8. Right of TÜV Rheinland Cert GmbH to enter the contract

TÜV Rheinland Cert GmbH, located at
Am Grauen Stein
51105 Cologne
Germany

is entitled to enter the certification contract underlying these Terms and Conditions of Certification at any time.

9. Certificate replacement

9.1 Observing a period of notice of 1 month, we are entitled to replace issued certificates with new certificates (replacement certificates) at any time in the event of a change in the accredited certification body named on the certificate, provided replacement has not caused a change in the certification scope .

9.2 In the event of replacement, the client will be obligated as set forth in Article 9.1 to return to us the certificate to be replaced without delay.

10. Complaints

10.1 Complaints must be presented in writing to us.

10.2 Should the complaint be justified, we shall the initiate appropriate measures.

10.3 Should the complaint prove to be unsustainable in our view, the complainant will be informed of this and asked to comment within a period of 30 calendar days. If no amicable solution can be reached with the complainant, the parties may mutually agree on the performance of arbitration proceedings, failing which legal action will be taken.

II. Special terms and conditions of certification governing accredited certification schemes of TÜV Rheinland Korea Ltd.

The regulations set forth herein apply in addition to the General Terms and Conditions of Certification and are restricted to accredited certification schemes, i.e. schemes based on a national or international standard or code with accreditation, approval or recognition ("accredited certification schemes"). For the purpose of these Special Terms and Conditions of Certification, the term "Accreditation Body" will also include approval and recognition bodies and the terms "Accreditation Rules", "Accreditation Requirements", "Accreditation Standards" and "Accreditation Procedures" will apply mutatis mutandis also to the procedures of these bodies. Accredited certification schemes are governed by generally valid international accreditation standards plus any associated application guidelines, accreditation standards specific for the certification standard in question plus any associated application guidelines, certification standards plus any associated application guidelines, and the accreditation rules defined by the respective accreditation body including in particular:

- Generally valid international accreditation standards: e.g. ISO/IEC 17021, ISO 19011.
- Accreditation standards specific for the relevant certification standard: e.g. ISO 22003 for the food industry or ISO 27006 for IT, EN 9104-001, EN 9101 in the field of aviation.
- Certification standards such as ISO 9001, ISO 14001, ISO/TS 16949, BS OHSAS 18001, SCC, ISO 50001.
- Accreditation rules defined by the respective accreditation body.

1 General Terms and Conditions for Accredited Certification Schemes

1.1 Certification audit

1.1.1 Certification audits consist of two stages. Stage 1 aims at obtaining an overview of the management system and its maturity (status of implementation). After this information has been obtained, the stage 2 audit may be performed, which assesses the establishment of and compliance with the management system.

1.1.2 The stage 2 audit may be carried out directly after the stage 1 audit. Should the stage 1 audit reveal, however, that the organization is not yet ready for certification, the stage 2 audit may not be carried out directly after completion of the stage 1 audit. In this case, the client must first take appropriate action to make the organization ready for certification. Any additional costs arising therefrom for the client or for us, i.e. including travel costs, travel times and time lost, shall be borne by the client.

1.1.3 The interval between the stage 1 and the stage 2 audit must not exceed 6 months. Should more than 6 months elapse between the stage 1 and the stage 2 audit, the stage 1 audit shall be repeated. Any additional costs arising therefrom for the client or for us, i.e. including travel costs, travel times and time lost, shall be borne by the client.

1.1.4 When the interval is set between the stage 1 and the stage 2 audit, allowance shall be made for both the client's requirements and sufficient time for the correction of weaknesses. Generally, most of the auditing time is spent on the stage 2 audit.

1.2 Surveillanceaudit

1.2.1 To maintain validity of the certificate, on-site surveillance audits shall be carried out at least annually, at 12-month intervals. The due date is calculated from the last day of the certification audit. Surveillance audits may be carried out up to 3 months before, but at the latest exactly on, the due date.

1.2.2 To ensure these deadlines are observed even if dates have to be postponed at short notice, surveillance audits should be scheduled at the beginning of the above tolerance period if possible.

1.3 Re-certification audit

1.3.1 To renew certification for another three-year period, a re-certification audit shall be held at the client's organization prior to expiry of certificate validity.

1.3.2 The procedure is similar to that of a certification audit, where the necessity and scope of a stage 1 audit are determined subject to changes in the management system and previous audit findings.

1.3.3 Upon successful re-certification, the term of the certificate is renewed for another 3 years, starting from the date of expiry of the previous certificate, if the recertification takes place in a time window of +/- 3 months around the expiry date. In addition, the recertification audit shall be carried by the expiry date. It is important that the positive decision to certify is made within that time. In these cases, the validity of the certificate begins the day after the expiry date of the previous certificate and ends 3 years after the date of expiry of the previous certificate.

1.4 Short-notice audits

A special audit may become necessary at short notice for the following reasons:

- Serious complaints and other circumstances of which the certification body becomes aware, which challenge the effectiveness of the client's certified management system and which cannot be eliminated in written form or within the next scheduled audit (e.g. alleged violation of law on the part of the client or its executives).
- Changes at the client which impair the management system's effectiveness in such a way that the organization no longer complies with the requirements of the standard.
- As a consequence of a suspension of the client's certification.

1.5 Multi-site certifications

1.5.1 Multi-site certifications may be applied to organizations maintaining multiple sites or branches functioning exclusively as field offices.

1.5.2 Multi-site certification is possible if the following criteria are fulfilled:

- All sites maintain a legal or contractual relationship with the organization's headquarters.
- Products/services are basically identical at all sites and are produced using identical methods and processes.
- A uniform management system has been defined for, and is established and maintained in, all branches/production facilities.
- The entire management system is monitored centrally under the direction of the Management Representative at the organization's central office, who is authorized to issue management system-related instructions to all branch offices/production sites.
- Internal audits and management reviews have been carried out at all branch offices sites.
- Certain areas carry out centralized activities on behalf of all branch offices/production sites, e.g. product and process design and development, purchasing, human resources (HR), etc.

1.5.3 In cases involving multi-site certification, the on-site auditing of sites may be spread over certification and surveillance audits. Headquarters must be audited annually in addition to the sampled sites.

1.5.4 We select the sites to be audited.

2 Standard-specific terms and conditions for accredited certification schemes

Terms and conditions applicable to certain accredited certification schemes, which must be observed in addition to the General Terms and Conditions outlined under Art. 1 above, are listed below, separately for each specific standard concerned.

2.1 Supplementary terms and conditions for environmental management systems as per ISO 14001 and/or EMAS

2.1.1 These supplementary terms and conditions apply to the certification of environmental management systems as per ISO 14001 and to verification and validation in accordance with EMAS (Eco Management Auditing Scheme).

2.1.2 Supplementary terms and conditions for stage 1 audits as per ISO 14001:

In cases involving initial certification, the stage 1 audit shall always be conducted on site.

Exceptions to the above rule shall only be possible if the following criteria are fulfilled:

- The audit team is familiar with the client's organization and its typical environmental aspects from previous audits,
- The client's organization already operates a certified management system as per ISO 14001 or EMAS, or
- most sites of the client's organization are classified as being of low or limited environmental relevance.

Document review shall cover the applicable system documentation and an overview of environmental aspects and legal requirements (including permits based on environmental law) to be complied with by the client.

2.1.3 Certification as per EMAS is governed by the basic EU Regulation and, in Germany, particularly by the Environmental Audit Act (Umweltauditgesetz, UAG) plus its Fees Regulation (UAG-Gebührenverordnung, UAGGebV).

2.2 Supplementary terms and conditions for certification schemes in the automotive industry ISO/TS 16949, VDA 6.x

2.2.1 The regulations set forth in the certification standards for the automotive industry listed below shall have priority.

- **ISO/TS 16949 –** Automotive certification scheme for technical specification ISO/TS 16949 Rules for achieving IATF (International Automotive Task Force) recognition.
- **VDA 6.x –** Certification scheme for VDA 6.1, VDA 6.2 and VDA 6.4 based on ISO 9001 (VDA-QMC Verband der Automobilindustrie - Qualitäts Management Center).

2.2.2 The certification procedure must cover all of the client's sites and in addition, fulfil the following requirements:

- a) The client shall notify us of any changes (see Section 2.2.3),
- b) The client cannot refuse an IATF witness audit,

- c) The client cannot refuse the presence of an internal witness auditor of us,
- d) The client shall authorize access for the IATF representatives or their delegates,
- e) The client shall authorize us to provide the final report to the IATF,
- f) The only use of the IATF logo is as displayed on the certificate issued by us. Any other use of the IATF logo is prohibited. Clients can make copies of their ISO/TS 16949 certificate bearing the IATF logo for marketing and advertising purposes.

2.2.3 The client will notify the Certification Body without delay of matters that may affect the management system's capability to continue to fulfil the requirements of ISO/TS 16949 certification. These include, for example, changes relating to:

- a) legal status,
- b) commercial status (e.g. joint venture, sub-contracting with other organizations),
- c) ownership status (e.g. mergers and acquisitions),
- d) organisation and top management (e.g. key managerial, decision-making or technical staff),
- e) contact address or location,
- f) scope of operations and/or product range under the certified management system,
- g) IATF subscribing OEM customer special status,
- h) major changes to the management system and processes.

2.3 Supplementary terms and conditions for the food industry as per ISO 22000 / FSSC 22000

2.3.1 These supplementary conditions apply for:
- ISO 22000 - Management systems for food safety - Requirements for any organisation in the food chain
- ISO / TS 22002-1 - Prerequisite programmes on food safety - Part 1: Food manufacturing
- PAS 223 - Prerequisite programmes and design requirements for food safety in the manufacture and provision of food packaging

2.3.2 The basis for the implementation of the entire audit and certification process, including logo usage, are the specifications of the applicable standards and additional documents of Foundation for Food Safety Certification, e.g. FSSC 22000 Certification scheme for food safety systems, PART I (www.fssc22000.com).

2.3.3 The standards ISO/TS 22002-1 and/or PAS 223 may only be audited in combination with ISO 22000.

2.3.4 Multi-site certifications for ISO 22000 are only possible for up to 25 sites in the areas of animal breeding, plant breeding, catering, distribution and/ or transportation/ storage.

2.3.5 Multi-site certifications for FSSC 22000 are not performed.

2.3.6 If the client becomes aware that his product poses health risks or that statutory requirements are not being met, he shall inform us immediately.

2.3.7 The client is obliged to inform us immediately if he becomes aware of any possible legal steps regarding product safety or product compliance.

2.3.8 In the event of a product recall, the client has the obligation to inform us of the situation and of the details that have led to this situation.

2.3.9 The client will irrevocably authorize us to submit the following data via TÜV Rheinland Cert GmbH to Foundation for Food Safety Certification, Stephensonweg 14, , 4207 HB Gorinchen, The Netherlands

- The contract for auditing as per FSSC 22000.
- The results – also in detail – concerning the FSSC 22000 contract, auditing and certification – irrespective of auditing success. These data will be saved in an online database at Foundation for Food Safety Certification.

2.3.10 The client agrees to grant unlimited access to the Foundation for Food Safety Certification and its respective officers and employees to all necessary information, and grant them the right
- to enter the property, the business, operational and storage areas and to the means of transport during business or operation hours,
- to carry out inspections,
- to view and examine all written and electronic business documents, and
- to request necessary information.

If serious discrepancies are found, Foundation for Food Safety Certification may establish sanctions against the Contractor, which may lead to the withdrawal of the certificate.

2.4 Supplementary terms and conditions for product certification as per the IFS Food / IFS Logistics Standard (Version 1) / IFS Logistics (Version 2) / IFS Broker / IFS Cash & Carry / Wholesale Standard

2.4.1 These supplementary terms and conditions apply to product certification as per the following internationally recognized standards:

- IFS Food – Standard for auditing quality and safety for food products
- IFS Logistics – Standard for auditing logistical services in relation to product quality and –safety, version
- IFS Broker Standard – Standard for auditing trade agencies, importer and brokers, version 1 (valid until 31. March 2014)
- IFS Broker - standard for auditing Trading Agencies, Importers and Brokers services compliance in relation to product quality and safety, version 2 (valid from 01. April 2014)
- IFS Cash & Carry / Wholesale – Standard for auditing Cash & Carry markets / Wholesalers

2.4.2 The entire auditing and certification process, including logo use, is governed by the provisions set forth in the respective standard as amended as well as supplementing documents of IFS Management GmbH, like e.g. IFS Compendium of Doctrin.

2.4.3 Audit planning cannot be effected until the readiness review has been completed with a positive result and all differences of opinion between the certification body and the client eliminated.

2.4.4 This standard does not provide for multi-site certification with exception the IFS Cash & Carry / Wholesale standard.

2.4.5 We do not accept any responsibility for the client's ability to use the IFS certificate/logo without any restrictions, for purposes of competition, in particular for advertising purposes.

2.4.6 The client will irrevocably authorize us to submit the following data via TÜV Rheinland Cert GmbH to IFS Management GmbH, Am Weidendamm 1A, 10117 Berlin:

- The contract for auditing as per IFS
- The results – also in detail – concerning the IFS contract, auditing and certification – irrespective of auditing success. These data will be saved in an online database at IFS Management GmbH.

2.4.7 IFS Management GmbH will be irrevocably authorized to make successful procedures, excluding detailed results, accessible to food retailers and wholesalers via the online database.

2.4.8 Whether IFS Management GmbH shall be allowed to disclose failed certification procedures and detailed results of failed and successful certification procedures to food retailers and wholesalers in its online database is in the client's discretion.

2.4.9 The client undertakes to inform us via TÜV Rheinland Cert GmbH within 3 working days of any health risk or or that statutory requirements are not being met of which the client becomes aware.

2.4.10 The client is obliged to inform us immediately if he becomes aware of any possible legal steps regarding product safety or product compliance.

2.4.11 In the event of a product recall, the client has the obligation to inform us at least within 3 working days of the situation and of the details that have led to this situation.

2.4.12 The client commits to granting IFS Management GmbH and its respective agents and employees unrestricted access as regards content to all required information within the framework of the "IFS Integrity Program" and to entitle it to

- enter properties, business premises, working areas and storage rooms as well as means of transport during business hours or operating time
- perform inspections
- inspect and verify all written and electronic business documents available and
- demand any required information.

If serious nonconformities are identified, IFS Management GmbH may define sanctions against the certification body which may lead to the withdrawal of the certificate, as the case may be.

2.5 Supplementary terms and conditions for product certification as per BRC Global Standard for Food Safety / /BRC/IoP Global Standard For Packaging and Packaging Materials / BRC Global Standard For Consumer Products

2.5.1 These supplementary terms and conditions apply to product certification as per the internationally recognized BRC (British Retail Consortium) standards:

BRC Global Standard For Food Satety.

BRC/IoP Global Standard For Packaging and Packaging Materials.

BRC Global Standard For Consumer Products

2.5.2 The entire auditing and certification process shall be governed by the provisions set forth in the applicable standard as amended.

2.5.3 Audit planning cannot be effected until the readiness review has been completed with a positive result and all differences of opinion between us and the client eliminated.

2.5.4 This standard does not provide for multi-site certification.

2.5.5 Should the client become aware that the client's products cause health hazards or violate legal regulations, the client shall inform us without delay.

2.5.6 The client undertakes to inform us at least within 3 working days of any legal steps related to product safety or product compliance of which the client becomes aware.

2.5.7 In cases involving product recalls, the client undertakes to inform us of the situation and the details leading up to this situation.

2.5.8 In cases involving certificate suspension or withdrawal, the client undertakes to inform the client's customers immediately of the root causes leading to certificate suspension or withdrawal. Information on the corrective actions to be taken in order to reinstate certification status has also be provided to customers.

2.5.9 The term of the contract covers at least one cycle of 3 regular audits (one initial certification audit and 2 regular audits) and ends exactly on the certificate's current date of validity at that time.

TÜV Rheinland Korea Ltd.

Business location:
E&C Venture Dream Tower 6
197-28, Guro-dong, Guro-gu
Seoul, 152-719, Republic of Korea

Phone: (02) 860-9860
Fax: (02) 860-9861
E-Mail: ISO@kor.tuv.com

2.5.10 The client shall irrevocably authorize us to submit the following data via TÜV Rheinland Cert GmbH to "British Retail Consortium":

- The contract for auditing as per BRC.
- The results – also in detail – concerning the BRC contract, auditing and certification – irrespective of auditing success (e.g. copy of the audit report, certificates and all documents in relation to the audit).

2.5.11 The client agrees to grant unlimited access to the "British Retail Consortium" and its respective officers and employees to all necessary information, and grant them the right

- to enter the property, the business, operational and storage areas and to the means of transport during business or operation hours,
- to carry out inspections,
- to view and examine all written and electronic business documents, and
- to request necessary information.

If serious discrepancies are found, "British Retail Consortium" may establish sanctions against the Contractor, which may lead to the withdrawal of the certificate

2.6 Supplementary terms and conditions for the aerospace industry EN/ AS 9100

2.6.1 These supplementary terms and conditions apply to certification as per the internationally recognized EN 9100 standard:

2.6.2 To the extent required for verifying that criteria and methods within the scope of certification as per the EN 9100 series of standards are correctly applied, we shall be authorized, via TÜV Rheinland Cert GmbH, to grant access to the following parties: the Deutsche Akkreditierungsstelle GmbH , aviation authorities and member organizations of the German Aerospace Industries Association (Bundesverband der Deutschen Luft- und Raumfahrtindustrie e.V., BDLI).

2.6.3 The Client must allow us to register data via TÜV Rheinland Cert GmbH at level 1 (i.e. information about issued certificates for AQMS standards ("AQMS" = Aerospace Quality Management System) - the public area) and level 2 (e.g. information and on results of audits, assessments, nonconformance, corrective actions, reviews and suspensions - in the private sector) in the OASIS database (" OASIS" = online Aerospace Supplier Information System). The Client must grant access to the data contained in the OASIS data bank of the level 2 to his customers from the aviation industry, aerospace industry and defensive industry and authorities on inquiry, unless, justified reasons stand against it (e.g., competition, confidentiality, conflicts of interests).

2.6.4 The Client must designate an employee who will register himself as OASIS database administrator for the organization in the OASIS database.

2.6.5 The Stage 1 audit of the initial certification audit must be conducted on site. Stage 1 and Stage 2 may not directly follow each other in time.

2.6.6 For organizations with multiple sites belonging to the scope of certification, the organization of a structure is assigned on the basis of the criteria of the appendix B of EN in 9104-001. This allocation is the basis for audit days that are to be audited at each site.

2.6.7 The Client is obliged to provide to its customers and potential customers copies of the audit report and related documents and records available upon request, unless entitled refusal reasons exist (e.g., competition, confidentiality, conflicts of interests).

2.6.8 A certificate will only be issued when all nonconformities have been corrected by means of a root cause analysis and corrective actions have been accepted and verified by the certification body.

2.6.9 In accordance with EN 9101 correction actions to non-conformities - according to classification - must be submitted to the lead auditor by the organization within max. 30 days after the finding of the non-conformities. We must via TÜV Rheinland Cert GmbH initiate the process for the suspension of the certification if an organization is unable to prove within 60 days after the creation of a non-conformance report (NCR) that the conformance with the referring norm is restored.

If AQMS-certificated organizations lose their certification according AQMS standard, they must inform about this their customers of the aviation, aerospace and defense immediately.

2.7 Supplementary terms and conditions as per BS OHSAS 18001 and SCC

2.7.1 These supplementary terms and conditions apply to the certification of occupational health and safety management systems as per the following internationally recognized standards:

BS OHSAS 18001

and management systems in the area of safety, health and environmental protection as per

SCC (contractors/ production sector)

and

SCP (providers of personnel services).

2.7.2 In cases involving initial certification as per BS OHSAS 18001, the stage 1 audit shall always be carried out on site.

2.7.3 In cases involving SCC certification, the client undertakes to give auditors access to representative construction/work sites. An appropriate list of construction/work sites shall be submitted to the auditor three weeks prior to the audit.

2.7.4 In cases involving SCP certification, the client undertakes to grant access to representative construction/work sites or projects. Should the lessee refuse access to its company, construction/work sites or projects, the personnel leasing agency shall send a representative sample of temporary agency workers to the client's headquarters or its respective branch office, to ensure the auditor(s) can interview these workers within the scope of the audit.

2.7.5 Clients certified according to SCC or SCP may file an application for use of the SCC mark during their certificates' period of validity.

2.8 Supplementary terms and conditions of other TÜV Rheinland Organizations

For management system certifications with accreditations hold by other TÜV Rheinland Organizations (e.g. SA 8000, IRIS) additional standard specific certification requirements apply.

2.9 Supplementary terms and conditions for ISMS as per ISO/IEC 27001

Complementing the requirements for multi-site certifications set forth under Art. 1.5, the following supplementary terms and conditions apply to the certification of Information Security Management Systems (ISMS) as per ISO/IEC 27001:

2.9.1 Multi-site certifications may be performed in organizations which maintain several similar sites and have established an ISMS which covers the requirements of all sites.

A certificate applying to an organization and its sites may be issued if the following criteria are fulfilled:

a) All sites maintain the same ISMS, which is managed and monitored by a central function and subject to internal auditing and management review;

b) All sites are included in the organization's audit and management-review programme;

c) Initial contract review ensures that the differences between the individual sites are taken appropriately into account in sample selection

d) The certification body has sampled a representative number of sites taking the following aspects into account:

- The results of the internal audits carried out at the central office and at the sites
- The management review result
- The different sizes of sites
- The different business purposes of sites
- the level of ISMS complexity
- The complexity of the information systems at the different sites
- The different types of work operations
- The differences in ongoing activities
- The possible interaction with critical information systems or information systems processing sensitive data
- The different legal requirements

e) The representative sample refers to all sites included in the scope of the client's ISMS; the sites included in the sample are selected on the basis of the criteria listed under d) above and by means of random sampling.

f) Prior to certification all sites involving significant risks must be audited.

g) The surveillance programme ensures that all sites will be audited within a reasonable timeframe

h) Corrective actions taken at one site will be applied to the entire multi-site organization covered by the scope of the certification.

2.10 Supplementary terms and conditions for certification of Energy Management Systems as per DIN EN 16001 and ISO 50001

2.10.1 The rules of Deutsche Akkreditierungsstelle (DAkkS) „Akkreditierung von Zertifizierungsstellen für den Bereich Energiemanagementsysteme – EnMS" (71 SD 6 022) apply (www.dakks.de/doc_zm).

2.10.2 For multi-site certifications, the conditions set out in Section II.1.5. apply. Sites without employees are not considered in the calculation, but should be appropriately considered/ audited in terms of sampling over the entire audit cycle (3 years). If there are several companies with at least one employee at a given site (except for the central office of the multi-site unit), which are integrated into the central EnMS, these are not to be considered as separate "additional sites" as regards the determination of the audit time, and are to summarised as a single additional site in calculations.

2.10.3 Only in reasonable exceptional cases (very small enterprises, sufficient knowledge of certification body, because customer is already certified for ISO 14001, EMAS, §41-EEG, GHG at the respective locations) an on site visit during stage 1 audit can be resigned and stage 2 audit can be conducted immediately after stage 1 audit. The customer has to be informed about the risks of audit termination. The decision about above procedure falls to the responsible certification office.